

**First Steps Early Intervention System**  
**Peer Review Coordinator**  
**Request For Funds**  
**2008/2009**

The Bureau of Child Development Services is accepting proposals to fulfill the contracted positions for two (2) Peer Review Coordinators. The purpose of these positions is to assist in the development and implementation of quality improvement activities as they relate to best practice. The Coordinators will be responsible for coordination of peer review teams who will conduct onsite reviews and provide technical assistance to the local First Steps programs. Teams are required to follow procedures developed by the Bureau of Child Services. Specific activities to be completed by each of the Peer Review Coordinators are:

- Coordination of Peer Review Teams
- Coordination and facilitation of peer review visits to approximately 50% of Indiana's counties as identified by the Bureau of Child Development Services
- Completion of visit reports, which include identification of local strengths and areas needing assistance
- Participation in the review and revision to materials utilized in quality assurance activities to implement a more focused approach to monitoring
- Communication and collaboration with the Bureau of Child Development Services and other entities involved in quality improvement activities; coordinators must ensure ongoing communication with the state
- Presentation at local and regional meetings regarding the results of the peer review visits.
- Tracking of peer review visits and results in a designated data base.
- Participation at quarterly meeting with other contractors that address activities related to quality improvement and monitoring
- Quarterly visits to each cluster to review the County Performance Plan (CPP) and self audit files
- Maintain monthly contact with each cluster, monitoring cluster progress and improvement activities
- Completion of service provider billing reviews for approximately 10% of the clusters' providers
- Completion of service provider credentialing reviews for approximately 10% of the clusters' providers

The initial contract will be written for a one year term with an option for the State to renew the contract for an additional 3 years.

The successful candidate must be currently involved in First Steps and have a minimum of 3 years professional experience within the First Steps program. Experience with a quality assurance program or the peer review process is also required. Candidate must have a clear understanding of the policies and procedures governing the program as well as state and federal regulations. Experience with the System Point of Entry software and involvement with the Local Planning and Coordinating Council is preferred. The Fiscal Agent must be in good standing with the State of Indiana and registered with the Secretary of State. The Fiscal Agent must submit within the proposal a Minority and Women's Business Enterprise participation plan.

A complete RFF must include the following:

- Fiscal agent coversheet
- Certification Statement and Assurances Signature Page
- FSSA Provider Data Form (attachment 1)
- W-9 (attachment 2)
- Minority Business and Women's Enterprise Participation Plan (attachment 3)
- Narrative description addressing specific activities listed above.
- Budget and Budget Narrative

The original application and one copy are to be submitted to:

Bureau of Child Development Services  
402 W. Washington St. W-386  
Indianapolis, IN 46204

Attn: QA application, Melissa Battin

Applications must be received within the Bureau of Child Development Services by 4 pm March 27, 2008. Applications received after that date will not be accepted.

# REQUEST FOR FUNDS COVER SHEET

Peer Review Coordinator

Funding Source: First Steps Early Intervention System

## FISCAL AGENT INFORMATION

Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer ID#: \_\_\_\_\_

Total Dollars included in this proposal: \_\_\_\_\_

<b>CERTIFICATION STATEMENTS AND ASSURANCES</b>
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**Must be submitted with fiscal identification packet**

As a condition of participation for funding through the First Steps Early Intervention System the fiscal agent must make the following assurances. These assurances shall remain in effect throughout the funding period.

1. We assure that the information included in this application is true and correct.
2. We assure that the program components will be implemented according to the approved RFF application.
4. We assure that records will be maintained as directed by the Family and Social Services Administration. Access will be afforded to the State, as it may find necessary to assure the correctness and to verify reports and proper distribution of funds associated with this application. We understand that records are to be kept in accordance with generally accepted accounting principles.
5. We assure that funds provided under this application will be used to supplement and increase the level of State and local funds expended for eligible infants and toddlers and their families, and in no case to supplant those State and local funds.
6. We assure that funds provided would not be used to satisfy a financial commitment for services that would have been paid for from another public or private source, but for the receipt of state and federal early intervention funds.
7. We assure that this agency operates in accordance with the nondiscriminatory requirements pursuant to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; and where applicable, the Omnibus Budget Reconciliation Act of 1983.
8. We certify that neither this agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
9. We certify that this agency will maintain a drug-free workplace as described in the Drug-Free Workplace Act of 1988 and the Federal regulations promulgated there under.
10. We certify that pursuant to 31 U.S.C., Section 1352, no federally appropriate funds have been paid, or will be paid, by or on behalf of Contractee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modifications of any federal contract, grant, loan, or cooperative agreement.

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Authorized Official of Fiscal Agent

Date Signed

## BUDGET SUMMARY INSTRUCTIONS

*A budget summary must be completed for the cluster.*

**BUDGET ITEM SUMMARY:** Budget items are to be included for each major funding category (Other Federal, Other State, Other Local or In-kind) to indicate the budget required to administer this grant activity. The use of other funding for the coordination of the activities under this grant activity is encouraged.

**PERSONNEL SUMMARY:** List each position title that will be working directly with this grant and the funding attached to the position **regardless of whether it is a salaried or contract position.**

**BUDGET NARRATIVE:** Attach a budget narrative which identifies the sources and dollar amounts of Other Federal, Other State, Other Local, and In-Kind contributions used to support this grant activity, the basis for and what's included in your fringe benefits. List any service you plan to contract for. List any equipment you plan to purchase with First Steps funds. List the basis for your travel budget (mileage/per diem rates). Include a copy of your approved **indirect cost plan**, and include the basis for the other costs under 9. **Explain how the budget is within scope of the project.**

### LINE ITEM DEFINITIONS:

1. **PERSONNEL SALARIES AND FRINGE/CONTRACTED SERVICES:** The amount needed to pay for the salaries and fringe benefits of those people performing grant activities. The amount needed to pay for contracted services for this grant activity. A written agreement must be on file with the Bureau of Child Development Services which specifies the service(s) to be purchased, the content, and the rate of costs.
2. **ALL OTHER DIRECT COSTS:** Rent, utilities, telephone postage, travel and other costs (Other costs are costs which cannot be included in the other three line items but which are associated with this grant's activity).
3. **MATERIALS, SUPPLIES AND EQUIPMENT:** The amount needed to pay for the materials and supplies cost for this grant activity.  
The amount needed to pay for the equipment to be used for this grant activity. Equipment is an article of non-expendable tangible personal property with a unit cost of \$500 or more and a useful life of two years or more. Title to the equipment is vested to the State. Prior approval is considered received on items purchased at a cost of \$1,000 to \$2,499 if it was noted in the original budget. Items purchased at a cost of \$2,500 or more require separate prior approval and must be made in accordance with standard procurement procedures.
4. **INDIRECT COSTS:** The amount needed to pay for costs associated with this grant's activities not practically charged on a direct basis and therefore budgeted in accordance with **an approved cost rate or a cost allocation plan**. A copy of the cost plan must be submitted with the original budget for this grant. (Administrative cost is limited to 5 % cap.)

*The budget is the basis on which funds will be spent. If any line item is modified by 10% or more over the course of the contract, prior approval must be obtained. This does include the increase or decrease of any individual line items. Budget amendments must be submitted and approved prior to expenditure of the funds. Amendment requests must be submitted to the consultant allowing adequate time for review. .*

**BUDGET SUMMARY – FIRST STEPS EARLY INTERVENTION SYSTEM**

	Part C- First Steps	Other	In-kind	Total
1.Personnel/ Contracted Services				
2. All other Direct Costs				
3. Materials, Supplies and Equipment				
4. Indirect Costs				
Total Budgeted				

**PERSONNEL SUMMARY**

Position/Title	Part C- First Steps	Other	In-kind	Total
Total Budgeted				

## **Peer Review Coordinator**

### **I. Qualifications and Experience**

Please submit a narrative description outlining the qualifications and experience of the person(s) to be reimbursed under this contract.

### **II. Desired Outcome**

Please describe the anticipated benefits or outcome that you would foresee through use of a peer review system.

Please list target areas that you believe the First Steps program should include in a focused monitoring.

Are there recommended changes to the current peer review system?

### **III. Activities - Narrative with Timelines**

Please submit a narrative description, with timelines, which outline the proposed activities of the contractor. Please identify the persons responsible for coordination and facilitation of the activities.

The narrative must include a description of how the contractor will monitor the success of the activities included in the application and the activities of the peer review teams.

### **IV. Communication strategies**

Please attach a narrative summary of the communication strategies that will be employed by the Coordinator to facilitate communication between the Bureau of Child Development Services, other contractors and stakeholders.

### **V. Budget**

Please submit a budget with budget narrative, using the attached forms and instructions. The State requests the pricing associated with this RFF to be a firm proposal price that must remain open and in effect for a period of not less than 180 days from the proposal due date as well as any extensions agreed to in the course of the contract negotiations.

Proposals must include a total cost amount for his project. The total cost must be documented on the budget form. The proposed total cost is to be all inclusive and include all factors needed to carry out the activities within the proposal. Fiscal Agent fees may not exceed 5%.

## Application Evaluation

The Bureau of Child Development Services has selected a group of personnel to act as a proposal evaluation team. The following procedures will be used in the evaluation of the applications.

- Each application will be evaluated for form on a pass/fail basis. Applications that are incomplete or otherwise do not conform to submission requirements will be eliminated from consideration.
- Each application will be evaluated utilizing the set evaluation criteria. A point/percentage score will be established for each category.

Once all proposals are scored, the Bureau of Child Development Services will initiate negotiations with the Fiscal Agent whose proposal received the highest point value.

## Evaluation Criteria

Proposals will be evaluated based upon the proved ability of the respondent to satisfy the requirements of the RFF in a cost-effective manner. Each of the evaluation criteria categories as is described below with brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name.

- I Qualifications and Experience 25 points**
- a) Is the applicant currently involved in First Steps?
  - b) Does the applicant have professional experience with First Steps?(a minimum of 3 years is required)
  - c) Does the applicant have experience with the peer review system?
  - d) Does the applicant have experience with the System Point of Entry software?
  - e) Has the applicant been involvement with the Local Planning and Coordinating Council?
  - f) Did the applicant express knowledge of First Steps regulations and procedures?
- II Desired Outcome 15 points**
- a) Is there evidence and understanding of the potential value of the peer review activities?
  - b) Does the proposal target areas for focused monitoring?
  - c) Are there suggested ideas for change within the current system?
- III Activities - Narrative with Timelines 35 points**
- a) Is the proposal organized and clear?
  - b) Does the proposal state a clear understanding of the Peer Review system and quality improvement activities within First Steps?
  - c) Are there activities and strategies for the involvement of required stakeholders?
  - d) Are there specific descriptions of the activities to fulfill the requirements of a peer review system?
  - e) Are there activities to provide technical assistance to local counties?
  - f) Do the timelines appear reasonable for the completion of activities?
  - g) Are there quality assurance activities included within the proposal to evaluate the success of the activities carried out by the contractor and the peer review activities?
- IV Communication Strategies 15 points**
- a) Is there evidence of an understanding of the stakeholders involved in the quality improvement activities within First Step?
  - b) Are there specific activities to enhance communication?
  - c) Is there a description of effective involvement at quarterly meetings?
- V Budget 10 points**
- a) Is the price reasonable for the activities listed?
  - b) Is there a clear understanding of the costs associated with the contract?